

# 2015 USF Startalk Application Checklist

In order to apply for the Summer 2015 USF Startalk **High School Chinese Academy** or **Teacher Training Program**, please follow the checklist below.

## Step One: USF Startalk Application & Reference

1. Fill out appropriate on-line application:

[Student Application](#)

[Teacher Trainee Application](#)

2. Reference letters (due within one week of application submission via email to [annietai@usf.edu](mailto:annietai@usf.edu)):

- **Student Program**- If you are currently not enrolled in a Chinese Language class, please ask any teacher of yours to provide a reference letter. If you are currently enrolled in a Chinese language program, please ask your teacher of Chinese to provide a reference for you.
- **Teacher Trainee Program**- Two letters of reference are required.

[Teacher Trainee Reference Letter Form](#)

## Step Two: Language Assessment Interview (High School Program Only)

Once you have submitted an on-line application, you will receive proposed time options for a Language Assessment via Skype. The Language Assessment will be conducted via Skype in Chinese by a member of the USF Startalk team. It will last approximately 15 minutes. We will ask you a series of questions and based on your responses determine your eligibility and proficiency level. If eligible, this assessment will determine which level class you would most benefit from being in. **Please do not fill out the USF Non-Degree Application (STEP 3) prior to the Language Assessment (eligibility determination).** The \$30 USF Non-Degree Application Fee is not refundable if you are not eligible.

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## Step Three: Complete USF Non-Degree Application

**\*This application MUST be completed before you can be formally accepted into the USF Startalk Program.**

Note: If you were a participant in the 2015 USF Startalk Program and successfully received credit for the previous program, you do **not** need to complete this non-degree application.

1. To register as a USF student for an alternative calendar course, use the link below to the USF online non-degree student application. It takes approximately 30 minutes to complete the application and attach supporting documents.

[https://www.registrar.usf.edu/applications/alternative\\_calendar/](https://www.registrar.usf.edu/applications/alternative_calendar/)

Note: If you have previously been enrolled at USF, use your USF Student ID. If you are a new USF Startalk participant, enter your social security number as the USF Student ID.

2. When filling out the online application, select "Summer 2015" for the term.
3. In the Academic Interest section, select the following for the Student Type questions:

"What is your level type?" select "Non-Degree"

"Which semester are you applying for?" select "Summer 2015"

"Which campus do you plan to attend?" select "USF Tampa"

"Which program would you like to begin with?" select "Non-Degree"

4. In the Residency section, you will need to provide proof of Florida residency. If you are applying to the USF Startalk **Teacher** Training Program, use your own status and documentation. If you are a **minor** applying to the USF Startalk Student Program, when providing this information and documentation, use your parent's status and documentation.

**If you do not show proof of Florida residency, you will be required to pay Out-of-State Tuition (an additional \$1091.46 for Undergraduate or \$1337.22 for Graduate).**

### CLAIMING FLORIDA RESIDENCY

#### **Student** Program:

A copy of the first page of your parent's most recent tax return (2014) showing you are their dependent and copies of 2 items from the list below of

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the **same parent** are required. (Please blackout figures and Social Security numbers on the tax form for confidentiality.)

### **Teacher Program:**

Copies of 2 items from the list below.

### **List of Residency Classification Documents:**

**Submitted documents must be dated/issued no more than 12 months prior to the first day of the semester (May 12, 2014 for summer semesters) for which Florida residency is sought.**

1. Proof of Florida Driver's License or license renewal
2. Proof of Florida voter registration
3. Proof of Florida vehicle registration or title
4. Declaration of Domicile (contact the County Courthouse at 813-276-8100)
5. Proof of occupation/professional license
6. Proof of incorporation
7. Proof of full-time permanent employment. This proof must be a letter from your company on letterhead stating your employment dates and status, and have an authorizing signature of a person we can contact to verify this information
8. Proof of home ownership (Signed Warranty Deed)

Note: Permanent Resident Aliens, i.e. "Green Card" holders, will need to submit photocopies of both sides of their Alien Registration cards.

5. In the Preview and Signature Section, click "**Save & Pay Now**" to finish application. **If the \$30 application fee is not paid via the web at this stage, your application will not be evaluated.**
6. Email your application confirmation number to [annietai@usf.edu](mailto:annietai@usf.edu).
7. After completing the USF online non-degree student application, send copies of your proof of Florida residency and/or Alien Registration along with your medical history forms (next step) to [annietai@usf.edu](mailto:annietai@usf.edu).

**\* Until the supporting documents are received, your USF Startalk application will be considered incomplete and not formally accepted.**

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## Step Four: Complete Mandatory Medical History Forms

**ALL** students, regardless of age, must complete a mandatory USF Student Health Services medical history form. Print and complete the USF Student Health Services Medical History Form and copy insurance card information.

### **USF Medical History Form:**

<http://www.usf.edu/student-affairs/student-health-services/documents/immunizationhistoryform032514.pdf>

On the Medical Form:

1. MMR: All students born after 1956 must also present documented proof of immunity to measles (Rubeola) and Rubella (German measles). Foreign nationals must comply with the State University System's Insurance requirements by providing proof of insurance to the USF Student Health Services Office prior to registration. Titer results are acceptable if vaccination records are lost.
2. Hepatitis B: Check the **decline box** this vaccination if none have been administered
3. Meningitis/Menactra/MCV4: Check the **decline box** this vaccination was administered before the student was 16 years old.

**Proof of Insurance:** Copy of front & back of applicant's insurance card.

**This step is a state mandated requirement to attend classes on the USF campus and may require you to schedule an appointment with your physician or USF Student Health Services. Please plan accordingly in order to avoid delays in the review of your application.**

**\* Until the USF Student Health Services Medical History Form is received, your USF Startalk application will be incomplete and will not be reviewed.**

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### Step Five: Submit USF Startalk Application Materials and Payment

1. After completing the USF Startalk application, USF online non-degree application and the USF Student Health Services Medical History Form, please send required references and send/email copies of your supporting documents for verification of Florida residency and your completed USF Student Health Services Medical History Form along with a copy of the insurance card.

Your application support materials should include:

- \_\_\_ required reference letter (s) (send by email to [annietai@usf.edu](mailto:annietai@usf.edu))
- \_\_\_ copies of your supporting documents for verification of Florida residency
- \_\_\_ completed USF Student Health Services Medical History Form
- \_\_\_ copy of front & back of insurance card

Email these materials to [annietai@usf.edu](mailto:annietai@usf.edu).

2. Applications will be review upon receipt of all application materials. Once the applicant is notified of acceptance into the program, program fee payment information will be provided. Payment must be made within two weeks of acceptance.
3. All accepted participants must sign and abide by the USF Startalk Code of Conduct, Media Release Form, Medical Release Form, and Forms required by Startalk Central.

For questions or additional information about the application or application process, please see <http://www.usf.edu/world/participate/startalk/> or contact: [annietai@usf.edu](mailto:annietai@usf.edu) or [erics@usf.edu](mailto:erics@usf.edu).